



The Guest

MATERNITY AND CHILDHOOD GUIDE
MEDICAL ADVICE AND LEGAL GUIDANCE
FOR DUBAI GOVERNMENT'S FEMALE EMPLOYEES

This Guide has been prepared with the aim of providing a number of medical advices that should be taken into account by female employees, including during pregnancy, childbirth and breastfeeding hours. The Guide also provides legal information that explain duties and entitlements of female employees, as stipulated in Decree No. (14) of 2017 on Maternity Leave, Miscarriage Leave And Childcare Leave For Female Employees.

This Guide is divided into three stages:



**First Stage:
Pregnancy**



**Second Stage:
Childbirth**



**Third Stage:
Breastfeeding**

Each stage includes medical advice and legal information for female employees.

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**FIRST STAGE:
PREGNANCY**



PREGNANCY NOTIFICATION

When the female employee becomes pregnant, she is advised to notify her Department's HR section, or her direct manager, starting from the week No. 24 at least. The aim here is to take into account the employee's condition when assigned to any job duties, and to avoid any risks that may result from the vacancy of the job during her maternity leave.

MEDICAL ADVICE:

Adapting to pregnancy symptoms during official working hours:

1

Avoid anything that leads to nausea, and make sure to eat light meals (crisps, snacks, drinks containing ginger ...).



2

Drink plenty of water to avoid dehydration.



3

Eat food frequently, especially iron and protein-rich meals.



4

Take short and frequent breaks and avoid prolonging sitting in the office.



5

Wear loose, loose-fitting clothing that does not press the fetus and allow it to breathe comfortably.



6

Use an adjustable seat or a good pillow for your lower back support.



7

Use equipment that helps lift the feet up to reduce swelling.





Take appropriate precautions based on work conditions and requirements

1

OFFICE-BASED JOBS:

Most office-based jobs that include the use of computers are considered safe during pregnancy. However, the accumulation of fluids during pregnancy may cause carpal tunnel syndrome, which makes using computer keyboards difficult for pregnant women. It may also affect them in the backbone area, neck and shoulder in addition to other risks in the event of sitting continuously for long hours. If you work in an office-based job, make sure to:

- Take frequent rest periods, frequent standing and moving to improve blood flow and reduce swelling.

- Use the correct hand and arm positions when using the computer.

- Use a pillow to support the lower back.

- Refrain from placing the feet on top of each other.



2

FOR JOBS THAT REQUIRE STANDING FOR LONG PERIODS, THE FOLLOWING TIPS CAN BE APPLIED:

- Put one foot on a bench or a small box that contributes to relieving back pain.

- Take frequent breaks, and sit with the feet slightly raised to the top if possible.

- Make sure to wear comfortable, low-heeled shoes.



3 JOBS THAT REQUIRE TRAVEL

TRAVEL BY AIR

If the job requires travelling, it is preferred to be scheduled in the mid-term period (between 14-28 weeks) and when traveling by air, the following advice should be followed:

- Reserve the aisle seat so that it is easy to stand up and walk in the corridor.

- Eat small and light meals.

- Obtain the necessary vaccinations in case of travelling abroad and avoid travelling to areas where there is a risk of contracting malaria.

TRAVEL BY LAND

- Make sure not to drive for more than 5 or 6 hours, and to stop from time to time.

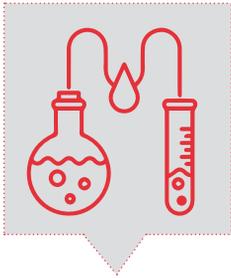
- Place the seat belt under the abdomen through the collarbone.



4

HEAVY-DUTY JOBS:

If your job often requires lifting, pulling or pushing heavy weights, or any other physical work, it is preferable to avoid doing these jobs due to the high risk caused by them to pregnancy.



5

JOBS WITH EXPOSURE TO CHEMICALS:

If the nature of the work requires exposure to chemicals, all precautions must be taken in accordance with occupational health and safety requirements applied in the Department, such as protective ventilation equipment and wearing gloves and masks. In all cases, these chemicals must not be harmful to the fetus.

LEGAL FACTS DURING THE STAGE OF PREGNANCY



- Female employees are entitled to maternity and childbirth leave, regardless of the method of their appointment in the Department, with the exception of female employees who are appointed on a temporary basis.
- From a legal standpoint, pregnancy is treated as in any sick condition. The female employee who suffers from the effects of pregnancy is entitled to a sick leave for a period not exceeding (5) continuous working days based on a report from a medical authority. In the event that the leave period exceeds (5) continuous working days, or (15) separate working days in the year, then the leave shall be approved by the Medical Committee in the Emirate of Dubai.
- In the event that the female employee suffers from fatigue and exhaustion during working hours, the Department may reduce her working hours by a maximum of two hours per day, according to a medical report issued by the Medical Committee in the Emirate of Dubai.
- The female employee may request to start the maternity leave before (30) days at maximum from the expected date of childbirth, provided that the period is continuous. This period will be deducted from the maternity leave.
- In the event of a miscarriage of the fetus before the week (24) of pregnancy, the employee is granted a sick leave for the period specified in the medical report issued by the official medical authority.
- In the event of a miscarriage of the fetus after the week (24) of pregnancy, the employee shall be entitled to a 60-day maternity leave.

**SECOND STAGE:
CHILD BIRTH**



HEALTH INSURANCE

The health insurance program covers costs of medical care during the period of pregnancy and childbirth with an annual ceiling based on the employee's health insurance category, and that includes prenatal and midwifery medical checks (whether the delivery is natural or caesarean), as well as costs of routine checks and pregnancy complications, as follows:

Health Insurance Category	Highest Ceiling Annually
VIP	AED 30000
A	AED 25000
B	AED 20000
C	AED 15000
D	AED 10000

LEGAL FACTS



- The female employee appointed on a permanent job is entitled to maternity leave for period of (90) days, starting from the date of delivery, and it is possible to combine maternity leave with periodic leave and leave without pay, provided that the total of these leaves does not exceed 120 days.
- The female employee who gave birth to a live child is entitled to full maternity leave if the child dies soon after birth.
- Maternity leave may not be carried forward in any case.
- During the probationary period, the employee is entitled to maternity and child-birth leave.

**THIRD STAGE:
BREASTFEEDING**



MEDICAL ADVICE

- Breast milk is the ideal food for the infant, as it is designed to provide him with all nutritional elements for healthy growth.
- Breast milk adapts as the child grows to meet his changing needs.
- Breastfeeding protects the child from infections and diseases.
- Breastfeeding contributes to the creation of a strong intimate relationship between the mother and her child. It also gives the child a sense of tenderness and warmth.
- Breastfeeding is a pain protection against breast and ovarian cancer.

THE SAFE WAY TO STORE NATURAL MILK:

Storage Location and Temperatures			
Type of Breast Milk	Countertop 77°F (25°C) or colder (room temperature)	Refrigerator 40°F (4°C)	Freezer 0°F (-18°C) or colder
Freshly Expressed or Pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
Thawed, Previously Frozen	1–2 Hours	Up to 1 Day (24 hours)	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding (baby did not finish the bottle)	Use within 2 hours after the baby is finished feeding		



- The female employee is entitled to two breastfeeding hours per day, starting from the end of the maternity leave directly until the child completes one full year.

- The female employee may obtain breastfeeding hours at the beginning or end of working hours.

- The female employee's entitlement concerning breastfeeding hours remains valid, even if the Department provides the employee with a nursery at the workplace.

- In the event that the female employee entitled to breastfeeding hours is transferred to a local government agency in the Emirate of Dubai, then she remains entitled to the breastfeeding hours until her child completes a one full year.

- Breastfeeding hours are not applicable during the holy month of Ramadan.

- If the female employee was appointed at the Department, and she had given birth to a child before the appointment, she would not be entitled to breastfeeding hours.



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